

---

---

Goddard Space Flight Center  
Wallops Flight Facility  
Exit Clearance Record

---

---

NAME \_\_\_\_\_ ORGANIZATION CODE \_\_\_\_\_  
LAST DAY OF DUTY \_\_\_\_\_ EFFECTIVE DATE \_\_\_\_\_

CHECK ONE:            ☐ RESIGNATION            ☐ TRANSFER            ☐ OTHER (Specify)  
                             ☐ RETIREMENT            ☐ REASSIGNMENT (to another NASA Center)

**NOTICE**

All Goddard employees terminating their employment must satisfy exit clearance requirements so that they may be apprised of their employment related entitlements and obligations. Supervisors and departing employees are responsible for ensuring that exit clearance instructions are satisfied.

**INSTRUCTIONS**

Part I must be cleared by the departing employee in person on their LAST day of duty.

Part II clearance areas should be done by telephone. Either the supervisor or person designated by the supervisor will complete Part II. **PART II IS NOT TO BE COMPLETED BY THE DEPARTING EMPLOYEE.** As each area is cleared by telephone, initials and dates should be recorded in the space provided. Part II clearance areas should be completed a week or so prior to the employee's actual departure date so that any outstanding obligations can be resolved prior to the date the employee physically leaves the Center.

**EMPLOYEES** are responsible for compliance with all Exit Clearance requirements. The completed form should be left with a Security Official after clearance.

**PART I – CLEARANCE AREAS** must be cleared in person by the departing employee on their LAST DAY of duty.

---

---

**OFFICE OF HUMAN RESOURCES** (Building 1)

**CLEARED**

1. Arrange an appointment with your servicing Human Resources Management Specialist or designee for an Exit Interview. (<http://ohr.gsfc.nasa.gov> for current HRMS list) \_\_\_\_\_
2. HRMS ensures that service agreements (PCS, Relocation, Recruitment, etc.) have been satisfied. \_\_\_\_\_
3. Obtain departure information concerning employment and employee benefits. \_\_\_\_\_

\_\_\_\_\_  
Signature of HRMS or Designee & Date

---

---

**PROPERTY MANAGEMENT BRANCH** (Please check out at **ONE** of the following locations:

Building N222, Room 105, x1360; Building F16, Room 116, x1337; or Building F16, Room 111, x1137)

\_\_\_\_\_  
Signature of Authorized Property Official & Date

---

---

**TRAVEL ACCOUNTING** (Building E105, Room 300, x1561)

**CLEARED**

1. Travel \_\_\_\_\_
2. Government Charge Card \_\_\_\_\_

\_\_\_\_\_  
Signature of Travel Official & Date

---

---

**PART I (CONT'D)**

---

---

**PAYROLL (Building E105, Room 309, x1056)****CLEARED**

1. Bonds \_\_\_\_\_
2. Leave (Turn in Signed T&A Card) \_\_\_\_\_

\_\_\_\_\_  
Signature of Payroll Official & Date

---

---

**SECURITY (BUILDING N161)****CLEARED**

1. Security Debriefing \_\_\_\_\_
2. Public Key Infrastructure (PKI) \_\_\_\_\_
3. COMSEC Materials Returned (i.e., Secure Phone and Key) \_\_\_\_\_
4. COMSEC Debriefing \_\_\_\_\_
5. Safe - Primary or Alternate Custodian \_\_\_\_\_

\_\_\_\_\_  
Signature of Security Official & Date

---

---

**SECURITY (BUILDING N127)****CLEARED**

1. Badges – Returned \_\_\_\_\_
2. Keys and Keycards – Returned (Transfer Is Not Authorized) \_\_\_\_\_

\_\_\_\_\_  
Signature of Security Official & Date

---

---

**CLASSIFIED FILES (BUILDING F1)**

1. Classified Materials (Returned/Transferred/Destroyed)

\_\_\_\_\_  
Signature of Security Official & Date

---

---

**PART II – CLEARANCE AREAS** should be satisfied by Supervisor or designee by phoning each area. The departing employee is NOT to complete PART II. (Please have all areas cleared **BEFORE** departing employee's last day)

---

---

AREA AND TELEPHONE NUMBER	INITIAL OF SUPERVISOR OR DESIGNEE	DATE
1. HEALTH AND SAFETY (EQUIPMENT) x1103		
2. HEALTH UNIT (MEDICAL FOLDER REVIEW) x1336		
3. LIBRARY (BOOKS) x1092		
4. PROPERTY CUSTODIAN (CHARGED PROPERTY)		
5. EMPLOYEE DEVELOPMENT (TRAINING OBLIGATIONS) x66-9122		
6. TELEPHONE CREDIT x1234		
7. TRANSPORTATION (PASSPORT, VISA'S) x1647		
8. PROPERTY MGMT x1133, x1337, or x1360		

**-PLEASE LEAVE THIS FORM WITH THE SECURITY OFFICIAL-**